



Introductory Guide to Eureka's Parklet Program

Design Guidelines * Insurance Requirements * Permit Process



Hello, and thank you for your interest in Eureka and its parklet program!

In 2015, the City Council approved implementation of an 18-month Pilot Program to assess parklet suitability for the City of Eureka, and in June 2017 the parklet program was officially made permanent for existing and new parklets.

The goals of this program are to enliven Eureka's streets, foster neighborhood interaction, and support local businesses. Through the creation and use of parklets, we hope to increase our ability as a City to balance the needs of people walking, riding bicycles, taking transit and travelling by car, provide spaces for people to gather and spend time enjoying the weather, and enhance the pedestrian streetscape in our commercial cores areas.

This guide gives an overview of the policies, processes, procedures, and guidelines for creating a parklet in Eureka. Applicants and designers are strongly encouraged to read the parklet guide in its entirety when thinking about proposing a parklet, and to contact staff with questions at any time.

We value and appreciate your willingness to devote your time, creativity, and resources to creating new public space in your neighborhood. We look forward to collaborating with you on your parklet!

Rob Holmlund, AICP, Development Services Director

This packet of information is intended for business owners, property owners, and residents of Eureka that are interested in creating a Parklet. If you are interested, the first step is to read this packet and understand the general background and requirements. Next, you should call Lisa Savage at 707-441-4186 and she will help walk you through the process and set up a pre-application meeting to go over your proposed design.

What is a Parklet?

A Parklet is a mini-park (approximately 6 feet wide by 20 feet long) that occupies one on-street parallel parking space in order to provide space and amenities for public recreation or seating for businesses. Parklets are effectively sidewalk extensions that extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space. It is important to note that the City incurs no cost in the design, permitting, construction, or maintenance of Parklets. Parklets are entirely funded by private individuals and/or private businesses.



Parklets must be designed to certain safety specifications, but must include components that enhance the pedestrian experience for the general public and patrons of adjacent business. Parklets provide an area within the public right-of-way where the public or customers of a business may sit, rest, recreate or indulge in open air dining and beverage service.

Background

In 2015, the Eureka City Council approved an 18-month Pilot Program to assess the suitability of parklets in Eureka. During the Pilot Program, the City evaluated the benefits and effects that Parklets had on the neighborhood based upon a variety of criteria, including traffic, parking, aesthetics, and impact (positive and negative) on the surrounding business community. The City conducted a substantial parking analysis consisting of over 100 hours of field observations as well as a CEQA preliminary analysis.

As a result of the studies conducted, the City developed a Policy and Procedures Manual to regulate the design, development, construction, and operations of Parklets.

The Policy and Procedure Manual outlines both mandatory Design Requirements for safety as well as Aesthetic Guidelines, which ensure that each parklet is unique, attractive, and a true community asset. In order to receive approval for a parklet, all mandatory design requirements must be met and a combination of aesthetic guidelines must be completed. Contact Lisa Savage (707-441-4186) for a copy of the guidelines and to set up a free pre-application meeting.

As of July of 2017, four Parklets are currently operational in Eureka. If you are interested in installing a Parklet of your own, you are encouraged to visit the existing Parklets to see how they are constructed and how they fit into their existing neighborhoods. The four Parklets can be found on Old Town Eureka.

Existing Parklets in Eureka



Overview of Requirements



Existing policies are in place to regulate the development and to minimize the impacts of parklets. Although there is no limit to the total number of parklets allowed within City limits, there are a few limitations:

- Parklets are limited to streets with a speed limit of 30 mph or less.
- Parklets may not be placed on 4th Street, 5th Street, or Broadway.
- No more than two parklets may be located on any one block.

The following criteria are mandatory for all parklets:

- Each parklet must satisfy specific design requirements that are mostly associated with safety. Design should allow for easy removal without damaging curb, sidewalk, or underlying street or roadway.
- Each parklet must be designed using the City's Aesthetic Guidelines point system to meet approval (see full guidelines in the Policy and Procedures Manual). Elements such as landscaping, built-in seating, and lighting are each worth 1-4 points, and total score of at least 12 points must be reached for approval.
- Each parklet must apply for an encroachment permit with proof of general liability insurance.



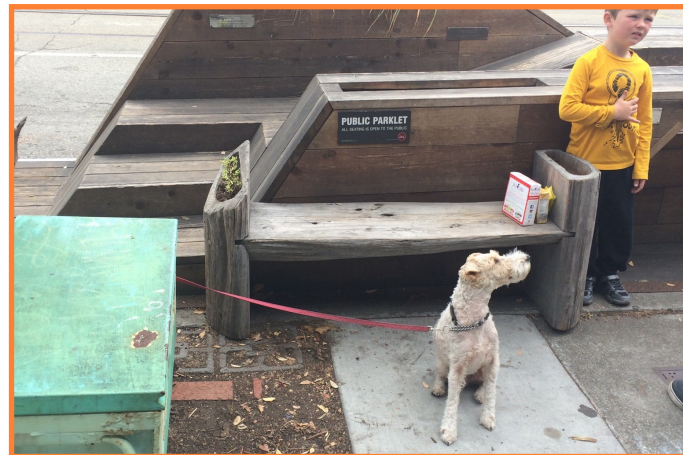


**PARKLETS
ARE
PUBLIC**

Eureka's parklet program creates open spaces that are publicly accessible. Parklet design and aesthetic guidelines are intended to ensure all parklets are designed to feel welcoming and inviting to all users.

**DESIGNS
CHANGE**

Parklet design is an iterative process. Between the applicant, the designer, and City staff. Eureka encourages design innovation, while ensuring basic requirements for accessibility and safety are met.



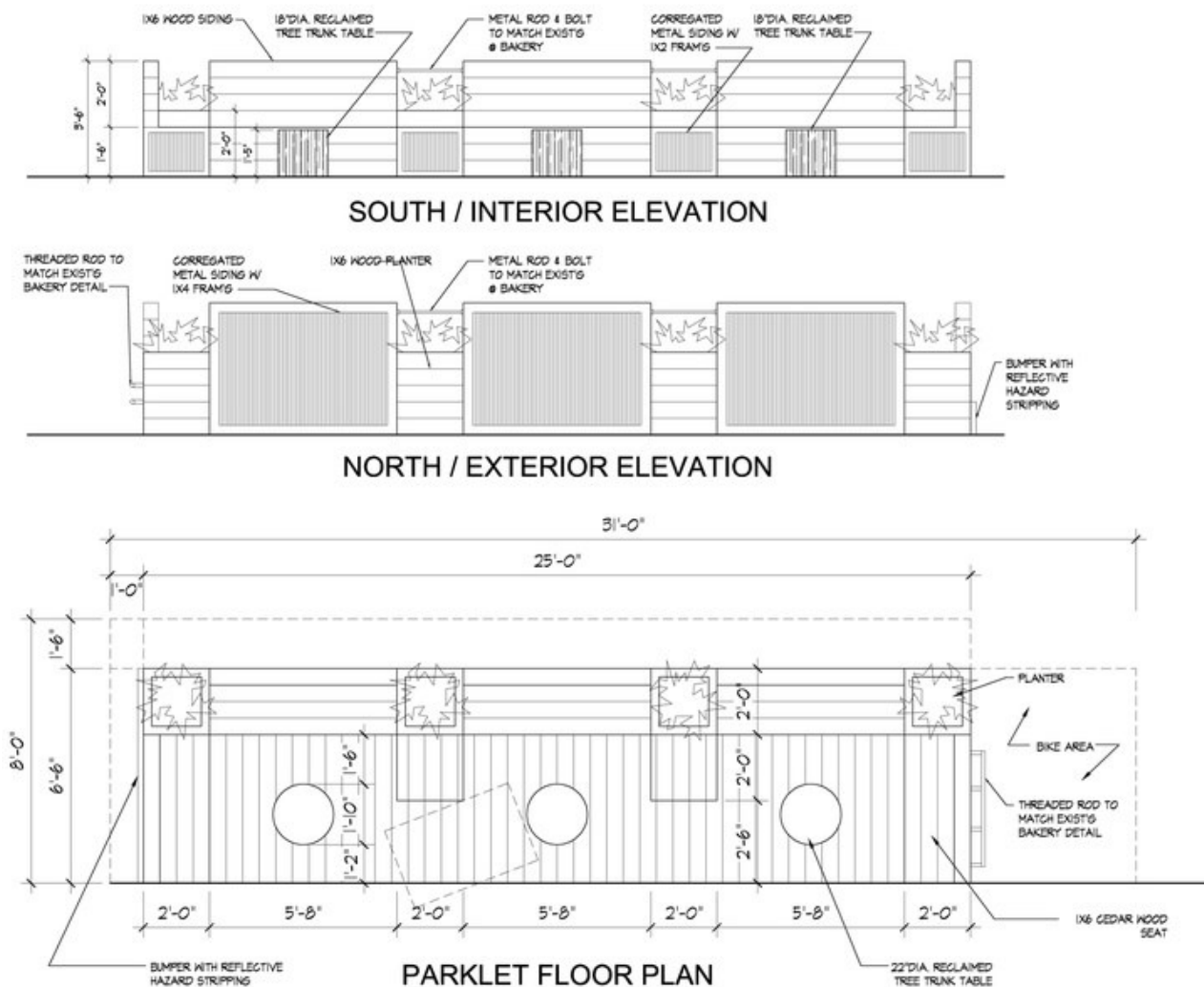
**CONTEXT
DRIVES
DESIGN**

Despite their small scale, parklets can pose real design challenges, including drainage and accessibility. Set up a pre-application meeting with staff to go through the proposed design prior to contracting with a professional designer.

Permitting and Approval Process

Step 1: Free pre-application meeting: Call Lisa Savage at 707-441-4186 to set up a meeting. During the pre-application meeting, you will be asked about your site and your preliminary concept. You will also be provided with copies of all of the relevant materials that you will need. The most important document that will be provided to you is the City of Eureka Parklet Policy and Procedures Manual, which explains all of the details that you will need in order to complete the process.

Step 2: Draft submittal of conceptual site plan: Once you are ready to submit a draft concept, you can submit a site plan to the City. **The draft plan does not need to be created by a professional designer.** See the policy and procedures manual for more information. Your plan will be reviewed by the Planning and Building Divisions and will be evaluated for compliance with the requirements outlined in the Policy and Procedures Manual. Comments will be returned, and applicants will be invited to submit a final site plan.



Permitting and Approval Process

As explained in the Policy and Procedures Manual (see link below), conceptual site plans must contain plan view drawing(s) that include:

- Footprint of proposed parklet, including entrances, railings, built-in tables/chairs, etc.
- Streets and cross streets
- Sidewalk width
- Dimensions (feet and inches) of everything above
- Location of existing street trees, utility poles, utilities, painted curbs, etc.
- Location of proposed amenities within the Parklet
- Perspective/elevation drawing or profile view plan/drawing(s) that must include:
 - Curb height
 - Street grade and sidewalk cross slope
 - Profile of proposed parklet, including entrances, railings, built-in tables/chairs, etc.
 - Location of existing street trees, utility poles, etc.
 - Location of proposed amenities within the parklet
 - Dimensions (feet and inches) of everything above



Permitting and Approval Process

Step 3: Submit Final Site Plans: Incorporate feedback from Step 2 and then submit your final site plans. Applications that meet the mandatory design requirements and reach 12 points using the aesthetic criteria system will be approved. No noticing or public input is required to approve a parklet that meets these regulations. Although there is no review fee from Planning staff to review your parklet application, an encroachment permit fee will be due when building plans are submitted. The encroachment fee is \$250.00 per the 2017 fee schedule.

Step 4: Submit Encroachment Permit and Proof of Insurance: Since parklets are located within the City's Right-of-Way, an over-the counter Encroachment Permit from the City Public Works Engineering Department is required prior to construction of a parklet. As a part of this process, you will also need to provide the City with proof of insurance that meets City requirements. Get final approval of your plans, pay the fee, and you are ready to go!

Step 5: Construct Parklet and Begin Operations!

Parklets will be subject to inspection intermittently by the Public Works Department to ensure continued compliance with safety regulations. Inspections may be arranged to align with the renewal of your encroachment permit, or every 2-3 years.



Timeline and Cost

Costs vary by materials and design, but here are some basic costs to consider:

Design Cost-Will you hire a professional designer or draft plans yourself?

Labor Cost-All parklets must be placed on a removable concrete slip and must be constructed within 3 months of parklet design approval.

Material cost-Will you be using reused materials? All materials must be high-quality and designed to withstand Eureka's climate (corrosion-resistant, etc.). Operators are responsible for purchasing and maintaining bollards or reflective delineators for the parklet.

Insurance Cost-All parklet operators must have a \$2 million general insurance policy. See link on back page for sample contract/insurance.

Encroachment Fee-All parklets must receive an encroachment permit at a cost of \$250 (subject to change with updated fee schedules). Encroachment permits must be updated every two years.

Maintenance Cost-Parklets must be kept clean and in good condition. Dead or dying plants must be replaced and graffiti or other damages to parklets must be removed immediately. Staff costs to keep parklets in good condition should also be considered.

Timeline

- Contact staff for pre-application meeting
- Submit draft design
- Receive comments and update design as necessary (2-4 wks)
- Submit final design, proof of insurance, and agreement
- Receive final approval from Planning Staff (2-4 wks)
- Apply for encroachment permit (1-2 wks)
- Construct parklet within 3 months of plan approval (12 wks)



Helpful Links and Resources

Visit our website for links to helpful resources!

- [Eureka Parklet Policy and Procedures Manual](#)

<http://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=13234>

- [Sample Contract/Insurance](#)

<http://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=13235>

- [Aesthetic Guidelines Matrix](#)

<http://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=13236>

- [Sample Site Plans](#)

<http://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=13237>

- [Inspiration Photos](#)

<http://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=13245>



If you are interested in having or creating a Parklet or if you have questions about the content of this document, contact Lisa Savage at 707-441-4186 or lsavage@ci.eureka.ca.gov.